

RESOLUTION NO. 5, 2012

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TERRE HAUTE, INDIANA:

WHEREAS, There are insufficient funds in a certain account of the Legal Department budget to meet current and anticipated expenditures within said Department, and,

WHEREAS, There are surplus funds in another account of the same budget, said Account being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfer be made in the Account heretofore appropriated for the use of said Department:

FROM: Services Contractual	TO: Cell Phone
#0101-0014-03-432.010 \$500.00	#0101-0014-01-412.250 \$500.00
Total \$500.00	\$500.00

Introduced by: John Mullican John Mullican, Councilman

Passed in open Council this 19th day of April, 2012.

Don Morris Don Morris, President

ATTEST: Charles P. Hanley Charles P. Hanley, City Clerk

Presented by me to the Mayor this 20th day of April, 2012.

Charles P. Hanley Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 20th day of April, 2012.

Duke A. Bennett Duke A. Bennett, Mayor

ATTEST: Charles P. Hanley Charles P. Hanley, City Clerk

REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: Legal

DATE: 3/21/12

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	Services Contractual	0101-0014-03-432.010	\$500.00
TO:	Cell Phone	0101-0014-01-412.250	\$500.00
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____

Total Amount to Be Transferred **\$500.00**

Department Head Approval:
(Forward to Mayor)

Signature

Date:

3/22/12

Mayoral Approval:
(Forward to Controller)

Signature

Date:

3-22-12

Controller Approval:
(Forward to the Legal Department)

Signature

Date:

3/22/12

Received by Legal:

MAR 23 2012

Resolution #

5

Date

CITY LEGAL

DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this resolution. Such information should include the specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.

MEMORANDUM

TO: MAYOR/CONTROLLER/CITY COUNCIL

FROM: Chou-il Lee

DATE: March 21, 2012

RE: *Transfer of Funds*

The transfer of funds will cover the cost of cell phone stipend for Stephannie Gambill beginning April 1, 2012.

nj

2012 Budget Estimate For TERRE HAUTE CIVIL CITY

TERRE HAUTE CIVIL CITY

840106

Taxing Unit

DLGF ID#

FUND: General Fund

FUND #: 0101

DEPARTMENT: Legal Department
DEPT# 0014

1 PERSONAL SERVICES

SALARIES AND WAGES.

412.01 CITY ATTORNEY

412.01 PARALEGAL

412.02 SECRETARY

412.01 BENEFITS AD

412.17 HUMAN RESOURCES DIREC

412.01 ADMINISTRATIVE ASSISTANT

412.25 CELL PHONE

Figure 1

Employee Benefits

413.01 EMPLOYER SOCIAL SECURITY

413.02 EMPLOYER MEDICARE

413.03 EMPLOYER GROUP HEALTH INSURANCE

413.04 EMPLOYER DENTAL INSURANCE

413.05 LIFE INSURANCE

413.06 EMPLOYER PERF

Total PERSONAL SERVICES

2 SUPPLIES

Office Supplies

421.01 OFFICE SUPPLIES

421.07 STATIONERY

Operating Supplies

421.02 COPY MACHINE SUPPLIES

421.05 LIBRARY SUPPLIES

421.08 COMPUTER SUPPLIES

Total SUPPLIES

3 OTHER SERVICES AND CHARGES

Professionals' services

432.01 SERVICE CONTRACTUAL

432.02 INST. TION

Items	Total Estimate	Approved
68,256.00		
50,000.00		
13,000.00		
31,289.00		
49,780.00		
32,712.00		
2,100.00		
	247,137.00	
15,323.00		
3,584.00		
27,000.00		
1,000.00		
420.00		
8,818.00		
	56,145.00	
	303,282.00	

1,000.00		
500.00		
	1,500.00	
3,500.00		
800.00		
1,000.00		
	5,300.00	
	6,800.00	

76,750.00		
1,500.00		

2012 Budget Estimate For TERRE HAUTE CIVIL CITY

TERRE HAUTE CIVIL CITY 840106
Taxing Unit DLGF ID #

FUND: General Fund FUND #: 0101

DEPARTMENT: Legal Department
DEPT # 0014

3 OTHER SERVICES AND CHARGES

432.08 LEGAL SERVICES

Communications and Transportation

433.02 POSTAGE

433.03 TRAVEL

Printing and Advertising

434.03 PURCHASE OF LEGALS

Repairs and Maintenance

437.01 EQUIPMENT REPAIR & MAINTENANCE

Other Services and Charges

440.01 SUBSCRIPTIONS AND DUES

440.12 SETTLEMENT PAYMENTS

Total OTHER SERVICES AND CHARGES

Items	Total Estimate	Approved
130,000.00		
	208,250.00	
1,000.00		
750.00		
	1,750.00	
500.00		
	500.00	
500.00		
	500.00	
500.00		
120,000.00		
	120,500.00	
	331,500.00	

TOTAL BUDGET ESTIMATE 641,582.00

(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expenses of the

General Fund

Legal Department

FUND NAME:

DEPARTMENT NAME:

for the calendar year 2012 for the purposes therein specified.

Date this _____ day of _____, _____

Signature and Title of Officer(s) or Department Head